

Emergency Support Function #12 – Energy

Primary Department

Public Works Department

Secondary/Support Agencies

Department of Technology
General Services Department
Emergency Management
Appalachian Electric Power
Western Virginia Water Authority
Roanoke Gas Company
Columbia Gas Transmission
East Tennessee Natural Gas
Department of Mines, Minerals, and Energy

I. Introduction

A. Purpose:

To restore the public utility systems critical to saving lives; protecting health, safety and property, and to enable necessary emergency service functions to respond.

B. Scope:

ESF #12 will collect, evaluate, and share information on energy system damage. It will also estimate the impact of energy system outages within the affected area. According to the National Response Plan the term “energy” includes producing, refining, transporting, generating, transmitting, conserving, building, distributing, and maintaining energy systems. Additionally ESF #12 will provide information concerning the energy restoration process such as projected schedules, percent completion of restoration, and other information as appropriate.

C. Policies:

1. Will work to provide fuel, power, and other essential resources to the City;
2. Will work with utility providers to set priorities for allocating commodities;
3. Personnel will stay up to date with procedures through education and training;
4. Restoration of normal operations at critical facilities will be a priority; and
5. Maintain a list of critical facilities and continuously monitor those to identify vulnerabilities

II. Concept of Operations

A. General:

The supply of electric power to customers may be cut off due to either generation capacity shortages and/or transmission/distribution limitations. Generation capacity shortfalls are more likely to result from extreme hot weather conditions or disruptions to generation facilities. Other energy shortages, such as

interruptions in the supply of natural gas or other petroleum products for transportation and industrial uses, may result from extreme weather, strikes, international embargoes, disruption of pipeline systems, or terrorism.

The suddenness and devastation of a catastrophic disaster or other significant event can sever key energy lifelines, constraining supply in impacted areas, or in areas with supply links to impacted areas, and can also affect transportation, communications, and other lifelines needed for public health and safety. There may be widespread and prolonged electric power failures. Without electric power, communications will be interrupted, traffic signals will not operate, and surface movement will become grid locked. Such outages may impact public health and safety services, and the movement of petroleum products for transportation and emergency power generation. Thus, a major, prolonged energy systems failure could be very costly and disruptive.

B. Organization:

1. In the wake of such a major disaster, the EOC may be complimented with region and state level assets to help in the emergency efforts to provide fuel and power and other essential resources as needed. The priorities for allocation of these assets will be to:
 - a. Provide for the health and safety of individuals and families affected by the event;
 - b. Provide sufficient fuel supplies to local agencies, emergency response organizations, and service stations in critical areas;
 - c. Help energy suppliers obtain information, equipment, specialized labor, fuel, and transportation to repair or restore energy systems;
 - d. Recommend / comply with local and state actions to conserve fuel, if needed;
 - e. Coordinate with local, State, and Federal agencies in providing energy emergency information, education, and conservation guidance to the public;
 - f. Coordinate information with local, State, and Federal officials and energy suppliers about available energy supply recovery assistance; and
 - g. The EOC will send requests to the VEOC for fuel and power assistance;
2. The private sector will be relied upon to manage independently until it can no longer do so, or until the health, safety, and welfare of citizens are at risk. The industries will be expected to establish their own emergency plans and procedures and to implement them through their own proprietary systems;
3. The State Corporation Commission (SCC) is the designated commodity manager for natural gas and electric power. The Virginia Department of Mines, Minerals and Energy (DMME) is the commodity manager for petroleum products and for solid fuels;
4. Additional supporting information, such as key contacts, recommended conservation measures, and pre-scripted press releases, can be found in the "Electric Power and Natural Gas Energy Emergency Handbook," maintained by the State Corporation Commission (SCC), and in the "Petroleum and Solid

Fuels Energy Emergency Handbook,” maintained by the Department of Mines, Minerals, and Energy (DMME); and

5. Following a catastrophic disaster, the VEOC, with staff support from SCC and DMME, will coordinate the provision of emergency power and fuel to affected jurisdictions to support immediate response operations. They will work closely with Federal energy officials (ESF #12), other Commonwealth support agencies, and energy suppliers and distributors. The City has identified and will work with the providers for each of their energy resources.

C. Actions

1. Identify, quantify, and prioritize the minimum essential supply of fuel and resources required to ensure continued operation of critical facilities such as public utilities and schools;
2. Monitor the status of all essential resources to anticipate shortages;
3. Maintain liaison with fuel distributors and local utility representatives;
4. Implement local conservation measures;
5. Keep the public informed;
6. Implement procedures for determining need and for the distribution of aid;
7. Allocate available resources to assure maintenance of essential services;
8. Consider declaring a local emergency; and
9. Document expenses.

D. Responsibilities

1. Primary Department (Public Works)
 - a. Designate a Utilities Unit Leader to act as primary point of contact to all Utility Companies affecting the City (see item #2 for responsibilities);
 - b. Review plans and procedures. Review procedures for providing lodging and care for displaced persons (see ESF #6);
 - c. Coordinate press releases with ESF #2 (Communications) to keep the public informed and aware of the extent of the shortage, the need to conserve the resource in short supply, and the location and availability of emergency assistance;
 - d. Provide emergency assistance to individuals as required;
 - e. Enforce state and local government conservation programs; and
 - f. Identify resources needed to restore energy systems.
2. Responsibilities include:
 - a. Identify all major Utilities that operate, may affect the continuity of operations for public businesses and private residents in the City;
 - b. Maintain list of emergency contacts for all Utility Operators;

- c. Identify a liaison for each Utility Operator that will be available to report to EOC, as needed;
 - d. Coordinate with ESF #5 on a list of Critical Facilities that shall have priority for utility restoration;
 - e. Request, receive, and summarize damage situation reports from affected Utilities to include:
 - 1. Operational status
 - 2. Number of customers affected
 - 3. Geographic areas affected
 - 4. Estimated time to restoration
 - f. Coordinate recovery plans and actions with all Utility Providers.
3. Support Departments
- a. General Services Department
 - 1. In the event of a fuel shortage, establish procedures for local fuel suppliers/distributors to serve customers referred to them by local government;
 - 2. Identify, quantify, and prioritize the minimum essential supply of fuel and resources required to ensure continued operation of critical facilities including support to public utilities and schools;
 - 3. Identify resources needed to restore energy systems; and
 - 4. Ensure continuity of fuel availability for emergency city operations (vehicles, generators, etc);
 - b. Department of Technology
 - 1. Identify resources needed to restore telecommunication systems;
 - 2. Ensure continuity of communications capabilities; and
 - 3. Coordinate activities with local providers.
 - c. Emergency Management
 - 1. Coordinate with ESF Group Supervisor or Utilities Unit Leader on general guidance and recommendations regarding the utility response to emergency situations;
 - 2. Maintain this annex in cooperation with City, public and privately owned utilities and energy providers;
 - 3. Coordinate the implementation of Virginia Energy Guard, Virginia's voluntary and mandatory conservation program for petroleum-based fuels. (Virginia Emergency Operations Plan, Basic Plan – Annex H, Attachment 3, Tab B, Virginia Energy Guard;
 - 4. Identify critical facilities requiring uninterrupted power or priority restoration during emergencies/disasters; and

5. Request all other assistance relating to petroleum shortages from the State EOC.

4. Utility Companies

- a. Provide an emergency point of contact and provide emergency information to the Emergency Management Coordinator and EOC.
- b. Maintain the Utility Restoration Priorities for Critical Facilities and share with Utility Unit Leader;
- c. In coordination with the Emergency Management, update utility restoration priorities for critical facilities in the aftermath of an emergency situation if required;
- d. Maintain and share information on existing emergency generators and potential generator requirements, as necessary;
- e. Where it appears that outages or shortages will be long term and have a major impact on the City, coordinate with the Utilities Unit Leader on action that should be taken to obtain support for missing services or identify locations so the City can act to relocate people who cannot be provided substitute services;
- f. Coordinating with the Emergency Management and the EOC, respond to requests for assistance in facilitating utility repair and reconstruction activities;
- g. Assist Emergency Management in developing and maintaining this annex;
- h. Ensure utility emergency plans exist and comply with state regulations;
- i. During emergency situations, respond in a timely manner to restore utility service;
- j. Coordinate information regarding utility status, number of customers affected, and areas affected to the ESF Group Supervisor or Utilities Unit Leader regularly;
- k. Train and equip utility personnel to conduct emergency operations;
- l. Have utility personnel participate in periodic local emergency exercises to determine the adequacy of plans, training, equipment, and coordination procedures;
- m. Maintain adequate stocks of needed emergency supplies and identify sources of timely re-supply of such supplies during an emergency;
- n. Develop mutual aid agreements to obtain external response and recovery assistance and identify contractors that could assist in restoration of utilities for major disasters;
- o. Ensure utility maps, blueprints, engineering records, and other materials needed to conduct emergency operations are available during emergencies; and
- p. If warning of an emergency situation is available, take appropriate measures to protect and preserve utility equipment, personnel, and infrastructure,

including increasing security when there is a threat of terrorism directed against utility facilities.

5. City Attorney

- a. Advise officials on emergency powers and procedures for invoking those measures; and
- b. Prepare and/or recommend legislation/ordinance to implement the emergency powers that may be required during the emergency.

6. ESF #2 (Communications)

- a. Coordinate with the Emergency Management Coordinator, Utility and Energy providers to provide timely, accurate, and consistent information to the public regarding utility outages and energy shortages, including communicating:
 - 1) Protective measures, such as boil water orders; and
 - 2) Coordinate with ESF #6 (Mass Care) on information regarding where to obtain water, ice, and other essentials.
- b. Coordinate press releases with ESF Group or Utilities Unit Leader to keep the public informed and aware of the extent of the shortage, the need to conserve the resource in short supply, and the location and availability of emergency assistance.